

Special Circumstance Loading Permit

Issuance of this permit is intended for those rare and unique circumstances where loading or unloading cannot be reasonably, safely, or physically accomplished for businesses fronting on S. Baylen Street or Palafox Place without using the shared curbside parking spaces for times longer than the posted limit. In such situations, the following procedures and criteria must first be met:

1. No business or property owner may access or use the special circumstances loading permit more than six (6) times in any twelve month period.
2. The issuance of a special circumstance loading permit will be subject to prior-approval of the location and times by the Downtown Parking Manager.
3. The occurrence of the special circumstance loading must not in any way or at any time block or obstruct the adjoining traffic lanes or the flow of traffic.
4. The applicant for a special circumstance loading permit must demonstrate to the Downtown Parking Manager that the desired delivery or pick-up cannot be made using the normal time limitations for the curbside parking spaces or from the designated loading zones.
5. The applicant for a special circumstance loading permit must notify each adjoining business beside the address where the delivery will be made at least a day in advance of its occurrence to get their concurrence of no objection to the proposed date, times, and method of delivery or pick-up. Evidence of such non-objection must be provided to the Downtown Parking Manager before the delivery or pick-up commences.
6. The business or property owner seeking the special circumstances loading permit will, after approval from the Downtown Parking Manager, be responsible for blocking the approved curbside parking spaces with traffic cones and caution tape prior to 6:00 a.m. on the date that the special circumstance loading is to occur. Likewise, the business or property owner will be responsible for removing the traffic cones and caution tape from the curbside parking spaces and adjoining sidewalk area immediately after the special circumstance loading has been completed.
7. The location of any loading or unloading authorized under a special circumstance loading permit must be directly in front of the business or property owner of the person requesting the special permit.
8. No cost will be assessed for the obtaining of a special circumstance loading permit.
9. Any appeal of a decision by the Downtown Parking Manager regarding the issuance of a special circumstance loading permit may be made to the DIB at its next regular monthly meeting.